

*******CAREER OPPORTUNITY*******



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

VACANCY ANNOUNCEMENT

Position Title: Courtroom Deputy Clerk (Full-time)

Location: Augusta, Georgia

Opening Date: August 3, 2006

Closing Date: August 21, 2006

Starting Salary/Range: \$37,825 - \$67,567 (CL 26-27)*

Position Announcement No. 06-03

* Salary commensurate with qualifications

POSITION OVERVIEW

The Southern District of Georgia is comprised of six divisional offices and serves a 43-county area. The Augusta divisional office is a non-headquarters office with a staff of six deputy clerks and serves two judicial officers and their staff. This position is appointed by the Clerk of Court and reports directly to the Clerk of Court and to the respective judge assigned in that division. The individual selected for this position must have thorough knowledge and skill using WordPerfect and the Windows operating system. Court, legal or other applicable experience is helpful but not required. A Degree is preferred.

The individual selected for this position will be required to perform, but not be limited to, the following duties.

Manages judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Keeps judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.

Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Draft judgments for the judge's approval.

Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes.

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified applicants may contact Scott L. Poff, Clerk, U.S. District Court for information on the position. Please send resumes to:

Scott L. Poff.
Clerk, U.S. District Court
Southern District of Georgia
125 Bull Street, Room 306
Savannah, Georgia 31401
(912)650-4031

All applicants must be U.S. citizen or eligible to work in the United States.

All employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

EQUAL OPPORTUNITY EMPLOYER